

PUBLIC NOTICE

Notice is hereby given that the County Of Webb is now accepting bids for security guard Services for the Community Supervision Corrections Department.

Copiers of bid specifications may be obtained from the Webb County Purchasing Department, Mr. Eloy Ramirez, Purchasing Agent, 1110 Washington Street, Ste. 101, Laredo, Texas 78042 (956) 523-4125.

Bids must be submitted in Triplicate in sealed envelopes to the Office of the County Clerk. Sealed envelopes must be marked (Sealed Bid) with bid number on front lower left-hand corner of envelopes.

Bid No.: 2006-35 “Security Guard Services”

Bids will be either hand delivered or mailed to the following location:

Webb County Clerk
Webb County Justice Center
1110 Victoria Street, Suite 202
Second Floor
Laredo, Texas 78042-0029

Bids must be delivered no later than 2:00 p.m., Tuesday, August 15, 2006 at which time all bids received will be opened and read to the public. Later bids will be considered.

Bids must be held by the County of Webb for a period not to exceed thirty (30) days from the date of the bid opening for the purpose of reviewing the bids and investigation the bidder's qualifications prior to the Award of Contract

The county of Webb reserves the right to reject any and all bids or to select the bid that is in the best interest of Webb County.

Eloy Ramirez, Jr.
Purchasing Agent

Publication Dates:
P.O. 06-0139788
Monday, July 30, 2006
Sunday, August 6, 2006

INVITATION, BID; and AWARD

(Formal)

County of Webb	Date Issued: July 30, 2006	Bid No. 2006-35
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Sealed bids, subject to the Terms and Conditions of this Invitation for Bids and the accompanying Schedule, such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Schedule, will be received at the Office of the Webb County Clerk, Webb County Justice Center, 1110 Victoria St., Suite 201, Laredo, Texas 78042-0029 before 2:00 p.m. Central Time on August 15, 2006, and publicly opened in Commissioner's Court, for furnishing the supplies or services described in the accompanying Schedule. Bids received after 2:00 p.m. on the due date will not be opened. Performance deposit in the amount N/A% of the total amount of the bid shall be furnished by the successful bidder. Re: Par 11 of Terms and Conditions.

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"Security Guard Services"

GENERAL: The County of Webb is soliciting bids for **Two** security guard services for the Webb County Community Supervision and Corrections Department. The following is an outline of the duties and responsibilities for the security guard service.

1. Scope of Work

Cellular phones-New policy in effect January 18, 2006 for all probationers entering the building calls for cell phones to be turned off. The security guard is expected to witness that the probationer turn off the phone in front of him or show him that the phone is off.

Pat Down-All male probationers entering the building must be pat down to assure they are not concealing any weapons.

Purses, Briefcases, or Backpacks-The security guard will be required to inspect **All** purses, briefcases or backpacks that are brought in by person entering the building.

Newspapers-No newspapers or reading material will be allowed to be read by the security guard. As discussed during our meeting, this will assure that the guard is not distracted and has a better visual of the lobby and entrance to the building.

Lobby Area- It is important the security guard have control over any disruptions that may occur in the Lobby area. We need the guard's assistance in safeguarding expensive equipment and minimizing liabilities that may occur. For example, if children are playing on the water fountain or shaking the metal detector, it is crucial that the parents be directed to control their children to avoid danger to themselves or other individuals.

Security must be State Certified-Authorized to carry a weapon (Handgun)

2. Work Schedule:

Work Schedule Hours will be from:

Monday thru Thursday 8:30am to 6:00pm

Lunch from 1:00 pm -2:00pm

Eight (8 ½) Hours per day

Friday 8:00am-3:00pm

Lunch from 12:00pm -1:00pm

Six (6) Hours per day

3. Service Location:

One Security Guard will be located at the :

Community Supervision and Corrections Department- **South Satellite Office**

3802 S. Zapata Hwy.

Laredo, Texas 78046

One Security Guard will be located at the :

Community Supervision and Corrections Department -**Main Office**

1110 Victoria Street, Suite 104

Laredo, Texas 78040

4.Terms:

The term of this contract will be for one year with a renewal option for one additional year. This contract may be terminated at any time with a thirty day notice from the Webb County Community Supervision and Corrections Department.

5. Non-Appropriation:

All financial obligations of Webb County Community Supervision and Corrections Department under this contract subsequent to the fiscal year in which signed is contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available to the Community Supervision and Correction Department. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of this services.

6. Indemnification:

This successful bidder shall indemnify and save Webb County Community Supervision and Corrections Department harmless, to the extent permitted by law, from any and all claims, demands, suits and actions which may arise from errors or omissions caused by the security services company in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by Webb County Community Supervision and Corrections Department in conjunction therewith, and shall defend all suits, in the name of Webb County.

Community Supervision and Corrections Department when applicable, and shall pay all costs and judgments which may issue thereon.

7.Inusrance:

The successful bidder shall furnish the Webb County Community Supervision and Corrections Department and the Webb County Purchasing Department with a Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Webb County Community Supervision and Corrections department for work performed by the bidder Webb County shall be named as an additional insured. The bidder shall be responsible for notifying the Webb County Supervision and Correction Department and Webb County Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.

8. Pricing:

Pricing Hourly Rate \$_____ Per Hour

Total for (2) guards per week (80hrs)	\$	Per Week
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Note: Due to the funding available under the Webb County Community Corrections and Supervision can pay no more than \$9.50 an hour.

For any additional information please contact Mr. Rafael Moreno, Assistant Director Webb County Community Supervision and Corrections Department at (956) 523-4350.

CONDITIONS:

1. All bid quotations must be submitted with this specification form.
2. The County reserves the right to hold all bids for a period of thirty (30) days from date of bid opening, without taking action thereon.
3. The County reserves the right to reject any and all bids to waive defects and formalities in such bids, and to award contract to the bidder which it considers has submitted the most advantageous bid.
4. It is the requirement of the bidder to acquaint itself fully with the conditions of the specifications. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve him from any obligation of this bid invitation.

PAYMENT OF BILLS:

It is hereby requested by the Webb County Commissioner's Court that all vendors submit requests for payment within 90 days after the providing of goods and/or services to the County. This practice will allow your payment request to be processed efficiently and will expedite payment to you!

REMARKS:

BIDDER INFORMATION:

Name of Company: _____

Address: _____

Phone: _____

Signature of Person Authorized to Sign Bid:

(Signature)

(Print Name)

(Title)

Bidder to indicate status, as to "Partnership", "Corporation", "Sole Proprietorship", etc.

Date: _____

IMPORTANT

Bidder must complete this bid document in its entirety in order for it to be valid.